

IN SPF SIG
Training/Outreach Workgroup meeting
Draft Minutes
October 31, 2006
8:30 – 10:00 a.m.

Attending: Paula Parker-Sawyers, Mary Lay, Lisa Hutcheson, Laura Coykendall, Marcia French, Dave Bozell, Jessica Parks, Martha Payne, Eric Vance Martin

Introductions were made – new workgroup members joining the meeting were Laura Coykendall (who is representing Sonya Cleveland), Jessica Parks who is a VISTA volunteer working with Office of Faith Based Initiatives, Martha Payne the CSAP fellow based at DMHA, and Eric Vance Martin from IPRC.

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Discussion around goals - Paula asked the group to talk about the goals they felt the workgroup needed to focus on:

- **Outreach** – communities needed to know about the SPF SIG, what it is, how to determine if they are ready, and how to apply
 - Tools for outreach – OFBCI's newsletter (reaches about 10,000), LCCs, IPRC listserv, extension offices, united ways, IPHA, Governor's office, and local media
- **Training** – training needs to be done on two levels. First training should include a "readiness assessment" for communities to determine if they are even ready to move forward. A "SPF SIG 101" training should be developed to clearly communicate information on the SPF SIG, the RFP process, how to use the logic model, how to select evidence based practices, and developing plans for evaluation and sustainability.
 - Training will be available for two constituencies – those who are applying for capacity building grants and those applying for implementation grants. The readiness assessment (to be developed) will be the first step in determining which communities are ready for capacity building and which are ready for implementation grants.
 - **Audiences for training:** drug free communities, local coordinating councils (LCC), defined service areas (DSA), IN Tobacco Prevention and Cessation (ITPC) and Smoke Free IN coalitions, IN Collegiate Action Network (ICAN), IN Youth Services Bureaus (YSB), Boys and Girls Clubs, faith based organizations
 - **Readiness assessment** – possible "information sessions" on taking the community readiness assessment profile (including fiscal management, governance, and administrative capabilities) as a first step
 - For those communities seeking capacity grants – training will focus more on the readiness assessment and developing plans with prescribed goals and benchmarks to determine if progress is being made. These grants are up to 2 year grants and then communities can apply for implementation grants (additional 2 years).

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- For those communities seeking implementation grants – training will focus on the readiness assessment (but only as a tool), more emphasis on using the logic model, choosing evidence based practices, developing plans with strong evaluation and sustainability components, and cultural competency.
- Faith based organizations – Paula felt this group needed to be included but would probably need their own training since many faith organizations are resistant to addressing substance abuse issues. She suggested working with Angelique [Walker-Smith, with the Church Federation of Greater Indianapolis](#) to identify the faith communities and to find appropriate trainers.
- Train the trainers – the training components will be presented at “train the trainers” sessions so that these trainers can then take the information back into the community. Target audiences for this training:
 - LCCs and community consultants
 - IPRC staff
 - DSA staff (defined service areas – after school programs)
 - SPF SIG staff
 - Key statewide advisory council members

Discussion around cultural competency – materials will have to be in English and Spanish. Materials will have to be translated in a culturally appropriate way – Paula suggested working with Amy Mendoza at the IN Commission on Hispanic and Latino Affairs for translation services and Juana Watson at the Governor’s Office for Hispanic Affairs for additional assistance. Paula also suggested working with Lynn Smith as the cultural competence component of the training is developed. This component should also include how to work with minority owned businesses (and does this include disability as well? Mary Lay will check). Mary suggested working with Claudia Cummings at DOA for this section.

Next steps:

- Paula and Marcia will meet to compile the suggestions from today’s meeting and develop a work plan with timelines (tentative SPF SIG timeline – Jan. 07 for pre-bid conference, February 07 – RFP, end of April 07 – awards announced) and specific duties and responsibilities assigned – feedback from committee is needed no later than Monday, November 6th
- Standing meetings will be T at 8:30 a.m. (committee decided we needed to meet at more often to accomplish our tasks)
- IPRC will begin developing the “SPF SIG 101” training

Meeting adjourned at 10:00 a.m.

| [Minutes submitted by Lisa Hutcheson](#)